


Fort Campbell

Sustainable Installation Management System

ISO 14001

Controlled Document

Originating Office: DPW Environmental Div.		Review frequency: Annual
Document Title: Procedure for Environmental Records		
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SIMS Action Officer	COL, SF Garrison Cdr/SIMS Director	Original Date: 1 July 2005

1. PURPOSE:

To provide a standard procedure for the identification, maintenance, and disposition of Sustainable Installation Management System (SIMS) records.

2. SCOPE:

This procedure applies to all records pertaining to the SIMS controlled documentation and the ISO 14001 standard to include applicable federal, state, and local regulatory requirements.

3. DEFINITIONS:

- a. Environmental Program Manager** – An individual in the DPW Environmental Division appointed to manage specific environmental programs and/or plans for media protection and resource conservation including air, groundwater, surface water, soil, natural and cultural resources, pollution prevention, etc.
- b. Record Holders** — Personnel responsible for retaining environmental records. A record holder can be one of the following: A DPW Environmental Division Program Manager or individual supporting the program manager; the SIMS Action Officer; the SIMS document control coordinator; or any individual on the Installation whose responsibilities require the retention of environmental records.
- c. Retention Period** — The length of time that a record will be retained. Retention periods for environmental records are as follows:
- Where specified in a legal or other requirement (e.g., law, regulation, permit condition, Environmental Operating Certificate): As specified in the requirement.
 - Where not specified in a legal or other requirement: As specified by the Army Records Information Management System (ARIMS).

- d. **Environmental Record** - A document stating results achieved or providing evidence of activities performed. Records provide objective evidence of activities required by SIMS documentation.
- e. **SIMS Action Officer** - An individual designated by the SIMS Director responsible for the operation of the ISO 14001 Sustainable Installation Management System (SIMS).
- f. **SIMS Document Control Coordinator** - An individual in the DPW Environmental Division appointed to assist the SIMS Action Officer and responsible for performing administrative functions in support of the document control system.

4. SUPPORTING DOCUMENTS:

<u>Document ID</u>	<u>Title</u>
SIMS200	Procedure for Legal and Other Requirements
SIMS225	Procedure for Environmental Training
SIMS240	Procedure for Document Control
SIMS250	Procedure for Monitoring and Measurement
SIMS255	Procedure for Corrective and Preventive Action

5. PROCEDURES:

- a. Environmental Program Managers shall:
 - (1) Identify and document environmental records required by your program(s), SIMS controlled documentation and the ISO 14001 standard.
 - (2) Identify Record Holder, retention period, location, and backup requirement for each environmental record.
 - (3) Notify the following of the records required to be maintained:
 - (a) The activity/unit and/or individual responsible for maintaining the record(s)
 - (4) At a minimum, annually repeat paragraphs 5.a. through 5.c. to ensure all new and revised record requirements are captured.
- b. All Record Holders shall:
 - (1) Retain the records for the required retention period.
 - (2) Clearly label the records container. (File cabinet, bookshelf, binder, etc.)
 - (3) Store records in a clean and dry environment.

6. DOCUMENT REVISION SUMMARY:

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REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	15 January 2006	Knowledge Share category changed to "SIMS"